



U.S. Department
of Transportation

**Federal Aviation
Administration**

Flight Standards District Office
1601 Lind Ave SW, Suite 260
Renton, Washington 98055
425-227-2813, Fax: 425-227-1810
1-800-354-1940

Dear Inspection Authorization Holder:

For renewal you will need a new application, a record of activity, and an IA renewal form, all of which are to be used for this year's IA renewal. Please complete and sign the application, and present it with the IA card, work records, or other renewal substantiation to our office or directly to one of our maintenance inspectors. If you will be renewing based on attendance at IA refresher courses, you **must** include a copy of the certificate of completion with your application. Applicants who have held their IA for less than 90 days need only to submit applications, the requirements of FAR 65.93(a)(1) through (5) do not apply (reference FAR 65.93(b)).

You may bring in your IA for processing any time during the month of March at the Seattle Flight Standards District Office (FSDO) between 7:30 a.m. and 4:00 p.m. You may also mail your IA renewal information to this office for processing during the month of March. Your assigned inspector will accomplish your renewal.

NOTE: We are now providing IA renewal information and forms on our office's WEB site. Next year I will not be sending out all of the forms, as you can download them from the WEB site at your convenience. The WEB address is <http://www.faa.gov/fsdo/seattle/ia/renewal.htm>

If you have not received your renewal by April 1 of each year, please **do not assume** that you have been renewed. It would be better to call and verify that we received your application. Please call us if you have any questions.

Sincerely,

/s/

Terry Butler-Stoddard
Supervisor, Airworthiness Section